

Meeting 1/24

28 March 2024

For general publication

**Present:** Mr Nerya Ashri, A/Prof Marloes Nitert Dekker, Ms Jefita Franklin, Ms Annalise Kerr, Mr Gaofenngwe Khutswane, Miss Rebecca Leonard (Chair), Ms Isabella McLeod, Miss Catherine Mungkaje, Miss Andrea Quispe Soto, Ms Prycilla Rehm, Mr Ben Smith (minutes), Jacob Stead

**Apologies:** Ms Raghavi Shankara Guhan, Mr Daniel Valles, Dr Simon Worrall

**Absent:** Nil.

**1. Welcome and apologies:**

Marloes Nitert Dekker welcomed new and returning members to the first CSAG meeting of 2024 and noted the apologies.

Marloes preceded over agenda items 1 to 3 as the acting Chairperson and facilitated the nomination of the new Chairperson for 2024.

**2. Recognition:**

An Acknowledgment of Country was spoken by the Chairperson, in recognition of the traditional owners of the land on which the meeting was taking place.

**3. Terms of Reference and Membership/Introductions:**

Having reviewed the terms of reference, members were invited to nominate for the position of Advisory Group Chair. Rebecca Leonard and Andrea Quispe Soto agreed to share the Chair position with each nominee chairing alternating meetings.

Marloes Nitert Dekker receded from the Chair. The remainder of the meeting was presided by Rebecca.

**4. Confirmation of the minutes of the meeting held 12 October 2023:**

The minutes of the meeting held 12 October 2023, having been circulated to group members were taken as read and were confirmed by those who had been present.

**5. Art of Science Competition:**

The group discussed if the Art of Science competition would be run in 2024.

Ben Smith reported that very few entries had been received for 2023. The group agreed that the Art of Science competition should be run in 2024, and discussed ways to extend the reach of competition advertisement.

Marloes Nitert Dekker proposed display of Art of Science entries on the podium screen. The group endorsed this proposal, and Ben undertook to action this.

Rebecca Leonard proposed posting advertising materials near lecture halls that would be used for large Chemistry courses, and mentioning the competition in laboratory practicals. Ben undertook to discuss including Art of Science competition materials in the first year Chemistry courses practical induction sessions with the laboratory staff.

**ACTION**

Ben

Ben

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## 6. Second year Chemistry transition

Nerya Ashri reported concerns raised by second year Chemistry students in relation to the assumed knowledge and increased complexity when transitioning from first year Chemistry courses into level 2 Chemistry courses. Nerya reported that the CHEM2050 module 1 had relied on foundational knowledge that they felt had not been comprehensively covered in first year Chemistry courses. Nerya noted that the content had been necessary, but it would be valuable to consider how students could be better prepared for this course.

Rebecca queried if there had been a textbook or readings to assist students in this course.

Nerya advised that the inorganic Chemistry textbook had been of a very high level and had been difficult to understand, noting that content after Module 1 had been more accessible for students.

Marloes Nitert Dekker undertook to liaise with the CHEM2050 teaching staff to determine if additional materials could be provided to assist students with this transition.

Marloes

Prycilla Rehm noted that drop-in session had been held for CHEM2050 prior to Quiz 1 which covered content from this module, and asked Nerya if he had attended and if the session had been beneficial. Nerya confirmed that he had attended the drop-in session, and it had been helpful for preparing for the quiz.

## 7. Accessibility of Ed Discussion Boards

Nerya Ashri shared feedback on the usefulness of Ed Discussion Boards, noting that this tool had not been utilised for all courses.

Marloes Nitert Dekker noted that Ed Discussion Boards had been a valuable tool, and queried if the courses without Ed Discussion Board had been utilising Blackboard discussion boards.

Nerya reported that Blackboard discussion boards had been available but not well supported or utilised. Nerya noted that Ed Discussion Boards had been very useful for keeping up to date with material and receiving quick responses to queries.

Marloes undertook to circulate this feedback to course coordinators.

Marloes

Rebecca queried whether casual academics would be compensated for supporting Ed Discussion Boards. Ben confirmed that casual academics had not been reimbursed for maintaining Ed Discussion Boards, as this had been considered the responsibility of course coordinators.

Rebecca noted that due to the open nature of Ed Discussion Boards, incorrect information had occasionally been posted, so discussion boards would need to be closely monitored to accuracy of the information posted.

## 8. Business arising out of the minutes:

### 8.1 Timetable Clashes

Prycilla Rehm outlined the timetabling process, with Schools primarily maintaining individual courses and Faculties managing programs. For 2024 the Faculty timetabling team had created new business processes for managing Programs of Study, which had worked to identify combinations of courses/modules which should be timetabled to ensure there would be available pathways for all students who would undertake the course.

Jefita Franklin reported that some Bachelor of Biotechnology students following the recommended study plan had experienced lecture clashes in semester 1 2024.

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**8. Business arising out of the minutes: (cont'd)**

Rebecca Leonard noted that lecture recordings could be accessed, but would not be suitable for all students. Marloes Nitert Dekker agreed that attending classes in person had been recognised as one of the best ways to be engaged with course content and not fall behind.

Rebecca added that back-to-back classes had not been ideal because this could result in rushing between venues, noting that had been less of an issue in their semester 1 2024 timetable.

Jefita noted that creating a viable timetable could be difficult for international students who had been required to maintain a full-time study load due to course availability and potential timetable clashes.

Jacob Stead noted that there had been inconsistency when listing pre-requisites within course profiles. In some instances advanced versions of courses had not been listed as being sufficient to meet pre-requisite requirements. Marloes clarified that if a student had completed the advanced version of a course, it could be assumed that this would be equivalent to the standard course for pre-requisite purposes. Prycilla Rehm reported that work would be undertaken in the following weeks to address this as part of the new course profile system.

**9. Other business/open discussion**

Annalise Kerr shared feedback that BIOL2200 cohort felt that the duration of Quiz 1 had been too short for the content covered, and it could be beneficial to consider a longer duration or reduced number of questions for future quizzes.

Marloes Nitert Dekker undertook to pass this feedback on to the teaching staff.

Marloes

**10. Next meeting:**

Ben Smith would contact members regarding availability for a meeting in week 10 of semester.

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